

Position Title: SUPERT, MAINTENANCE CORRECTIONS	Class Code:	Position Level: 8
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KEY JOB REQUIREMENTS	
<i>Education:</i>	Vocational or Technical School required.
<i>Experience:</i>	3 to 5 years.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular contact within the department and with other departments, outside agencies and the general public, supply or seeking information.
<i>Managerial Skills:</i>	Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. May perform staff evaluations and make recommendations regarding pay and/or performance.
<i>Working Conditions/ Physical Effort:</i>	Work requires occasional physical exertion and/or muscular strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On Call 24 hours pending disasters.
<i>Other:</i>	Florida Driver's License.

APPROVALS		
<i>Department Head:</i>		
Name: Robert A. Stone	Signature: 	Date: 7/12/02
<i>Division Director:</i>		
Name: Dent Pierce	Signature: 	Date: _____
<i>County Administrator:</i>		
Name: James Roberts	Signature: 	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____

MONROE COUNTY

JOB DESCRIPTION

Position Title SUPERINTENDENT, MAINTENANCE CORRECTIONS		Date: June 10, 2002
Position Level: 8	FLSA Status: Non-Exempt	Class Code: 8-37

GENERAL DESCRIPTION

Primary function is to supervise and oversee all maintenance functions at Plantation Key Jail, Marathon Jail and Marathon Sheriff's Substation. This includes: coordinating all work with other maintenance workers, contractors and Jail Staff; requesting PO's; ordering and picking up needed maintenance supplies; repairing and maintaining systems.

KEY RESPONSIBILITIES

1. *Directing and coordinating all work and projects with maintenance workers, contractors and Sheriff Staff.
2. *Perform facility inspections to ensure compliance with ADA, OSHA and Florida Model Jail Standards.
3. *Direct and/or perform maintenance and repair of all equipment.
4. *Communicate and coordinate with outside contractors regarding air conditioning and other systems.
5. *Complete purchase order requests, order and pick up materials.
6. *Daily monitoring of all work sites and work crews.
7. *Troubleshoot electrical and plumbing and repair as needed.
8. Check and maintain tools and equipment in compliance with established tool control policies.
9. Keep work area clean and organized and use safety cones and signage when required.
10. *Direct and/or perform plumbing activities for Middle Keys Operations.
11. *Perform required RPZ testing for Upper and Middle Keys Operations.
12. *Acting area supervisor as needed,

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.